

Central Intelligence Agency

Washington, D.C. 20505

OTE 87-3503

7 MAY 1987

Mrs. Barbara W. West
Wirtz West Associates
99 Elm Avenue
Takoma Park, MD 20912

Dear Mrs. West:

Thank you for providing a speaker for the program we offered for our secretaries during Professional Secretaries Week. Your willingness to participate contributed greatly to the success of that program. The attendees found the presentation both interesting and informative.

I hope we can continue to offer this kind of program. Our secretaries were exposed to a wealth of information, and we gleaned many ideas for possible revisions to our curriculum. As the opportunity arises, we will call on you to help us develop and present these revisions. In the meantime, if you have any questions or any other information you wish to share with us, please call [redacted]

Sincerely,

[redacted]
Director of Training and Education

STAT OTE/SACTD [] (1 May 1987)

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